



# User Impact Notice: CCPS Migration

February 16, 2021

## How does migration of the Defense Travel Modernization to the Concur Cloud Public Sector Affect Me?

In 2020, the **Defense Travel Modernization (DTM)** Prototype began a transition to a secure platform, Concur Cloud Public Sector (CCPS). As a result, DoD temporarily instituted a non-use period for DTM. Beginning March 1st, travelers will resume using DTM for official government travel. To ensure a smooth transition, both travelers and travel administrators need to complete the [Post-CCPS Migration Checklist](#) below.

### Traveler Impact

#### Q: As a traveler, what do I need to do?

Verify and update your profile information as necessary. SAP Concur will copy most of your Travel and Expense profile information and load it into the CCPS environment (preferences, approvers, etc.). You must also add your GTCC information and emergency contacts' addresses, and activate e-receipts. See the [Post-CCPS Migration Checklist](#) for additional profile information that will not carry over to CCPS.

#### Q: Will I have to re-register for mobile?

While you will not need to re-register, your password may have expired from your last login. Additionally, you may be prompted to enter your work email address the first time you login to Concur Mobile following DTM's move to the CCPS environment.

#### Q: Will I log into SAP Concur the same way that I have been?

Yes, the login procedure remains the same.

#### Q: Will DTM have the same look and feel?

When DTM relaunches after the CCPS migration, you may notice some improvements to the look and feel, or user interface (UI). [Training](#) is available. Remember that DTM is a prototype and you may notice additional changes over time as we address user feedback, and implement new solutions and other configuration changes.

#### Q: What will happen to my historical documents?

Travelers will not be able to view or access past trips in DTM. If you need to create a supplemental expense report for travel completed in the old environment prior to June 1, 2020, please see the [Supplemental Expense Reports SOP](#) posted in the Quick Links box for detailed instructions. All historical data will be stored in the DMDC DataMart and can only be retrieved by requesting via your Travel Manager.

### Travel Manager Impact

- As DTM is available in the new CCPS environment, have travelers verify and update their User Profile information and add their GTCC information and emergency contacts' addresses (see [Post-CCPS Migration Checklist](#)).
- In addition to the Checklist for all DTM Users, complete the [TRAVEL MANAGERS](#) section of the [Post-CCPS Migration Checklist](#).



## Post-CCPS Migration Checklist

ALL DTM USERS	✓	Notes
Verify your access is uninterrupted. Select any certificate when prompted by the certificate dialog. ( <a href="https://dodtravel.concursolutions.com">https://dodtravel.concursolutions.com</a> )		As before CCPS migration, the user may select the same certificate they are accustomed to selecting. If unsure, select your Authentication (AUTH) certificate.
<b>Personal Information:</b> Verify or update accuracy <ul style="list-style-type: none"><li>Title (If recently added)</li><li>First Name</li><li>Middle Name</li><li>Last Name</li></ul>		Find Profile> Profile Settings in the top right corner of your screen to view and update Profile information.
Verify Company Information: <ul style="list-style-type: none"><li>Employee ID</li><li>Component</li><li>Grade/Rank</li><li>Site ID</li><li>Type of Traveler</li></ul>		If an update is needed (incorrect or missing information) contact your Travel Manager.
Verify or update Work, Home, and Email addresses: <ul style="list-style-type: none"><li>Primary email (email #1)</li><li>Additional email addresses</li></ul>		
Verify or update Emergency Contact <ul style="list-style-type: none"><li>Name and Phone Number</li><li>Emergency Contact Address</li></ul>		Emergency Contact Address will not be carried over into CCPS.
Verify or Update Travel Preferences <ul style="list-style-type: none"><li>Air Preferences</li><li>Hotel Preferences</li><li>Car Rental Preferences</li><li>Frequent Traveler Programs</li><li>Advantage Programs</li></ul>		
Verify TSA Secure Flight Information		
International Travel: Verify or update Passport and Visa		
Update Government Travel Charge Card (GTCC) information		
<b>Request Settings:</b> Update Request Preferences		
<b>Expense Settings:</b> Update Expense Preferences		
Verify or update Travel Arrangers		
Verify or update Delegates		
Verify or update Request/Expense Approvers		Contact your Travel Manager if you notice a field is incorrect or missing.
Verify or update Personal Car		
<b>Other Settings:</b> Update System Settings <ul style="list-style-type: none"><li>Regional settings and language</li><li>Email Notifications</li></ul> Calendar Settings		
Activate E-receipts		
Activate Trip-it		



TRAVEL MANAGERS	✓	Notes
Verify your User Administration access is uninterrupted.		Find Administration> Company> Company Admin in the top right corner of your screen to view the Company Administration options.
Verify or update Delegates		This is important for those who enter GTCCs on behalf of travelers
Verify LOA Label Name and code is available and correct		Review the LOA List Name and Code for your organization.
<p>When requested by Traveler requiring updates, Travel Managers have the ability to update the following fields:</p> <ul style="list-style-type: none"><li>• Site ID</li><li>• Paygrade</li><li>• Country of Residence</li><li>• State/Province</li><li>• Employee Group Levels</li><li>• Line of Accounting (LOA) List</li><li>• Civilian/ Enlisted/ Officer (C/E/O)</li><li>• Rank/Grade</li><li>• Branch of Service</li><li>• Reimbursement Currency</li><li>• Ledger</li><li>• Business Intelligence (BI) Manager</li><li>• Default Language</li></ul>		<p>Note: Travelers do not have access for managing the custom profile fields <b>or</b> expense settings.</p> <p>The default LOA Label field is removed from the profile.</p> <p>Travelers have the ability to add LOA Labels to favorites using “Add to Favorites” on the Allocations for Report screen.</p>